

STTR REMINDER SHEET (PHS 6246-3)

After reading all instructions in this SBIR/STTR Phase I Grant Solicitation,
use the following reminders to ensure that the application meets the requirements for submission

- ☐ Have you typed the application according to the “Type Size” specifications that must be observed throughout the application?
- ☐ Does the application contain no more than 25 allowable pages as described in “Limitations on Length of Application “ in Section IV A?
- ☐ Have you completed all items on the FACE PAGE of the application, including Items 7a (Direct Costs) and 7b (Total costs of direct + indirect + fixed fee)?
- ☐ Have you completed the necessary items on the CHECKLIST page (Form Page 6) of the application?
- ☐ Have you included letters of commitment from collaborators and consultants in the application?
- ☐ The grant application should be assembled in the following order:
 - ◆ **Cover Letter** – encouraged, but not a requirement.
 - ◆ **Face Page** — first page of application.
 - ◆ **Abstract of Research Plan** — Form Page 2.
 - ◆ **Budget for Phase I** — Form Page 3. DO NOT SUBMIT FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary.
 - ◆ **Budget of Research Institution for Phase I** — Form Page 4
 - For applications requesting up to \$100,000, enter ONLY Total Costs and provide Signature of “duly authorized representative” under “Certification of Research Institution Participation.”
 - For applications requesting more than \$100,000, provide all information requested.
 - ◆ **Budget Justification** — Form Page 5 (required for ALL applications).
 - ◆ **Biographical Sketch and Bibliography.**
 - ◆ **Introduction** (revised application only — limited to one page).
 - ◆ **Research Plan** (includes LITERATURE CITED).
 - ◆ **Letters From Consultants and Collaborators.**
 - ◆ **Checklist** — Form Page 6 and next-to-last page of signed, original application, but last page to be numbered.
 - ◆ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.
- ☐ Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:

Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
(301) 435-0715; Fax: (301) 480-1987.